

Multi-Part Motion

In CM/ECF, a motion or application may be entered with more than one relief type. The example in this exercise is a Creditor's Motion for Abandonment, for Relief from Stay, or, alternatively, to Dismiss Case.

- STEP 1** Click on Bankruptcy from the ECF main menu. From the list of Bankruptcy Events, select **Motions/Applications** (See Figure 1).



Figure 1

- STEP 2** The **CASE NUMBER** screen will appear. (See Figure 2.)

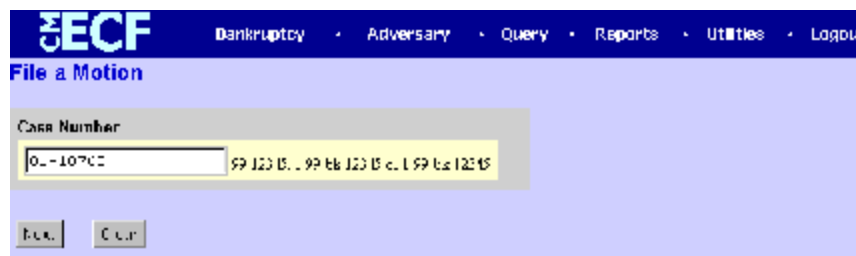


Figure 2

- ◆ Enter the case number in YY-NNNNN format, including the hyphen.
- ◆ Click on the **[Next]** button to continue.
- ◆ Verify the case number and case name.
- ◆ If the case number and name do not match your document, click on the Netscape **Back** button to re-enter the case number.

NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 3 The **EVENT TYPE** screen will appear. (See Figure 3a.)



Figure 3

Use the ▼ arrow to the right of the box to scroll through the event list to select the documents to be filed. Click to highlight the first type, **Abandon**. Holding down the **Ctrl** key, find and click on **Relief from Stay** and **Dismiss Case**. Release the **Ctrl** key. Scroll through and make sure that the relief type(s) chosen are correct. Click on the **[Next]** button to continue.

- STEP 4** The joint filing screen appears (**See Figure 4**). If this motion is filed joint with another attorney or attorneys, you would click the checkbox and be given an opportunity to select the attorney(s) and party(ies). For this exercise, leave this box unchecked, and Click **Next**.

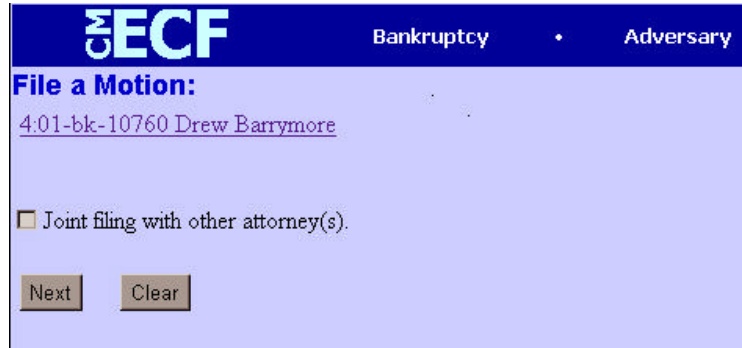
The screenshot shows the ECF system interface. At the top, there is a blue header with the ECF logo on the left, and the words 'Bankruptcy' and 'Adversary' separated by a dot on the right. Below the header, the text 'File a Motion:' is displayed in blue. Underneath, the case number '4:01-bk-10760 Drew Barrymore' is shown in purple. A checkbox is present with the label 'Joint filing with other attorney(s)'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

Figure 4

- STEP 5** The party selection screen appears. Highlight the name of the party on whose behalf you are filing the motion. If the party is not listed, select **Add/Create New Party**.

The screenshot shows the ECF system interface, similar to Figure 4. The header and case information are the same. Below the case number, the text 'Select the Party:' is displayed. A dropdown menu is open, showing a list of names: 'Barrymore, Drew [nt:361]', 'Lee, John T. [tr:1]', and 'Ramsay, Richard Louis [tr:1]'. To the right of the dropdown menu, there is a link that says 'Add/Create New Party'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

Figure 5

- STEP 6** The party search screen appears. Enter a search clue in the Last/Business name field, either the name or any part of the name (see Figure 6).

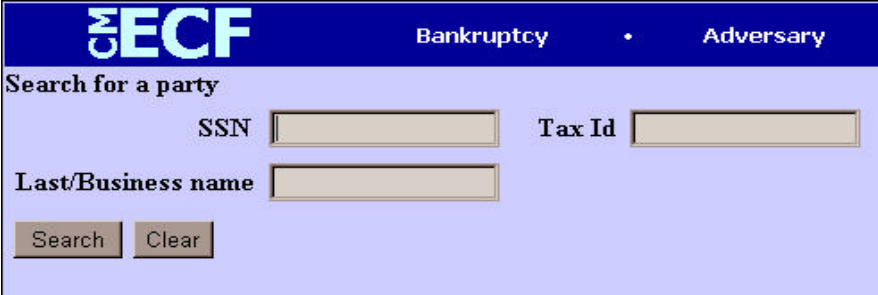
The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo on the left, and the words "Bankruptcy" and "Adversary" separated by a dot on the right. Below the header, the text "Search for a party" is displayed. There are three input fields: "SSN" with a small icon to its left, "Tax Id" with a small icon to its left, and "Last/Business name" with a small icon to its left. Below these fields are two buttons: "Search" and "Clear".

Figure 6

- ◆ If the party appears in the selection box, highlight the party name and click **Select name from list**. If the exact party filer does not appear, click **Create New Party**, enter party data and click **Submit**. Repeat for additional parties, if necessary.

- STEP 7** Highlight the party filer(s) in the party selection screen (see Figure 7). Click **NEXT**.

The screenshot shows the ECF interface for filing a motion. At the top, there is a blue header with the ECF logo on the left, and the words "Bankruptcy" and "Adversary" separated by a dot on the right. Below the header, the text "File a Motion:" is displayed. Underneath, there is a link "4:01-bk-10760 Drew Barrymore". Below this, the text "Select the Party:" is displayed. There is a list box containing the following items: "Safe-T-Pins, Inc., [pty:db] (2192:1)", "Barrymore, Drew [pty:db]", "Lee, John T. [tr:tr]", and "Ramsay, Richard Louis [tr:tr]". To the right of the list box is a link "Add/Create New Party". Below the list box are two buttons: "Next" and "Clear".

Figure 7

- STEP 8** If a party or parties were added, the attorney association screen will appear (**see Figure 8**). Click the checkbox(es) to create the association between party and attorney. Click **Next**.

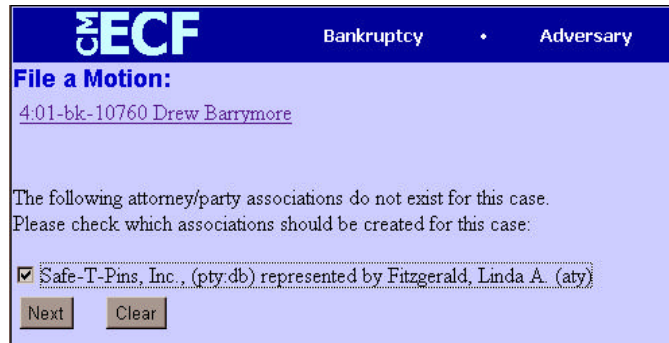
The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation tabs for 'Bankruptcy' and 'Adversary'. Below the header, the page title is 'File a Motion:'. Underneath, the case number '4:01-bk-10760 Drew Barrymore' is displayed. The main content area contains the text: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this text, there is a list of associations with a checkbox next to each. The first association, 'Safe-T-Pins, Inc., (pty.db) represented by Fitzgerald, Linda A. (aty)', has its checkbox checked. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

Figure 8

- STEP 9** The PDF document selection screen appears. (**See Figure 9a**).

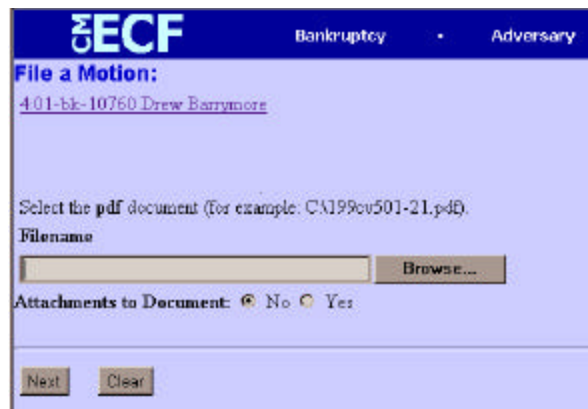
The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation tabs for 'Bankruptcy' and 'Adversary'. Below the header, the page title is 'File a Motion:'. Underneath, the case number '4:01-bk-10760 Drew Barrymore' is displayed. The main content area contains the text: 'Select the pdf document (for example: CM199cv501-21.pdf)'. Below this text, there is a label 'Filename' followed by a text input field and a 'Browse...' button. Below the input field, there is a label 'Attachments to Document:' followed by two radio buttons: 'No' (which is selected) and 'Yes'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

Figure 9a

- ◆ Click on **BROWSE**, then navigate to the directory where the appropriate PDF file is located and highlight it with your mouse. (See Figure 9b)

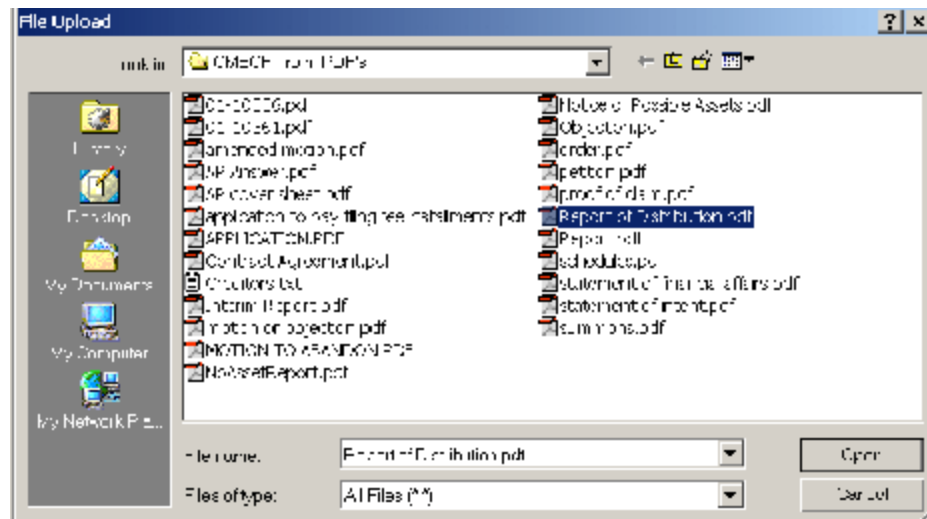


Figure 9b

- ◆ To Make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 9c)

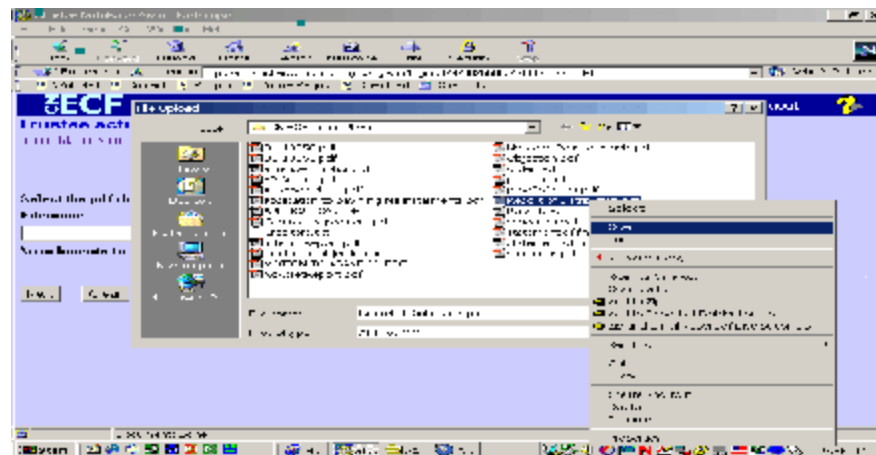


Figure 9c

- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

- ◆ Close or minimize the Adobe application and if this is the correct file, click **OPEN** on the File dialogue box.
- ◆ There will be no attachments in this exercise. Therefore, leave the radio button indicating **NO**.
- ◆ Click **NEXT** to continue.

STEP 10 The **DOCKET TEXT** screen displays. (See Figure 10)

ECF Bankruptcy • Adversary • Query • Reports • Utilities

File a Motion:
4:01-bk-10760 Drew Barrymore

Docket Text: Modify as Appropriate.

☐ Motion for Abandonment [text box]. Filing fee in the amount of \$75.00 required., ☐ Motion to Dismiss Case [text box], ☐ Motion for Relief from Stay [text box]. Filing fee in the amount of \$75.00 required Filed by Linda A. Fitzgerald on behalf of Safe-T-Pins, Inc. . (Fitzgerald, Linda A.)

Figure 10

- ◆ Confirm that this is correct. Click **NEXT** to Continue.

- STEP 11** The **FINAL TEXT SCREEN** displays with your warning on submitting this screen commits this transaction. **(See Figure 11)**

The screenshot shows the CM/ECF web interface. At the top is a dark blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:". Underneath, there is a link "4:01-bk-10760 Drew Barrymore". A grey box labeled "Docket Text: Final Text" contains a yellow-highlighted text entry: "Motion for Abandonment. Filing fee in the amount of \$75.00 required., Motion to Dismiss Case, Motion for Relief from Stay. Filing fee in the amount of \$75.00 required Filed by Linda A. Fitzgerald on behalf of Safe-T-Pins, Inc.. (Fitzgerald, Linda A.)". Below this, a red warning message states: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom of the form are two buttons: "Next" and "Clear".

- Click **NEXT** to Continue

STEP 12 The Notice of Electronic Filing is then generated. (See Figure 12)



Figure 12

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the Court's database. It certifies that the petition is now an official court document. Future access to this notice is available from a docket sheet, a query on the case, or the Events Calendar.